

TOPIC	MEASURE	CRITERIA	METHODOLOGY	AUTHORITY
Delegated Authority	Delegation of review authority	<ul style="list-style-type: none"> Which position has been delegated by the College President to perform the review? 	Obtain copy of document that delegates review authority	Best Practice and Tech. Assistance
Exemption Review Process	Process and forms for seeking approval, handling requests for exemptions, and notifying affected employees	<ul style="list-style-type: none"> What is the institution's internal process? What forms are used to document requests, approvals, and denials? What form is used to notify employees of decision reason and their rights? 	Review internal process and forms	Best Practice and Tech. Assistance
Training	Consistent training process	<ul style="list-style-type: none"> How are managers trained on the request process? 	Review training process	Best Practice and Tech. Assistance
Documentation	Adequate documentation to support exemption request decisions	<ul style="list-style-type: none"> Does documentation provide adequate information to process requests and support decisions? Has approval criteria been documented? Do research/grant funded positions have documented expiration date of funds? 	Review evidence of documentation and criteria used to support decision (job description, org chart, supporting paperwork such as research or grant expiration date, approval form, etc.)	C.R.S. 24-50-135
Consistent Application	Statutorily sound and consistent approval and denial of exemption requests	<ul style="list-style-type: none"> Have approvals and denials been handled in accordance with the statute and the established institution process? Have approvals and denials been made consistently for all employees? 	<p>Review institution process, annual report, and supporting documentation</p> <p>Obtain from State Personnel Board: basis for employee appeals that were heard by the Board</p>	C.R.S. 24-50-135
Appeals	Appeal rights for classified incumbents	<ul style="list-style-type: none"> Are classified employees given appeal rights when their positions are exempted? 	Review copy of document showing appeal rights were provided to affected employees	C.R.S. 24-50-135
Second Appointment	Employee notification of rights prior to a second exempt appointment	<ul style="list-style-type: none"> Are exempted employees informed of their rights prior to a second appointment? 	Review documentation showing employee notification	C.R.S. 24-50-137 (4)
Annual Report	Timely, complete, and accurate submission of annual report	<ul style="list-style-type: none"> Was report received by December 31? Is report complete and accurate? 	Review annual report	C.R.S. 24-50-135